Comprehensive Financial Management System (CFMS)

DDO Data Capturing Process

STUNELLORE

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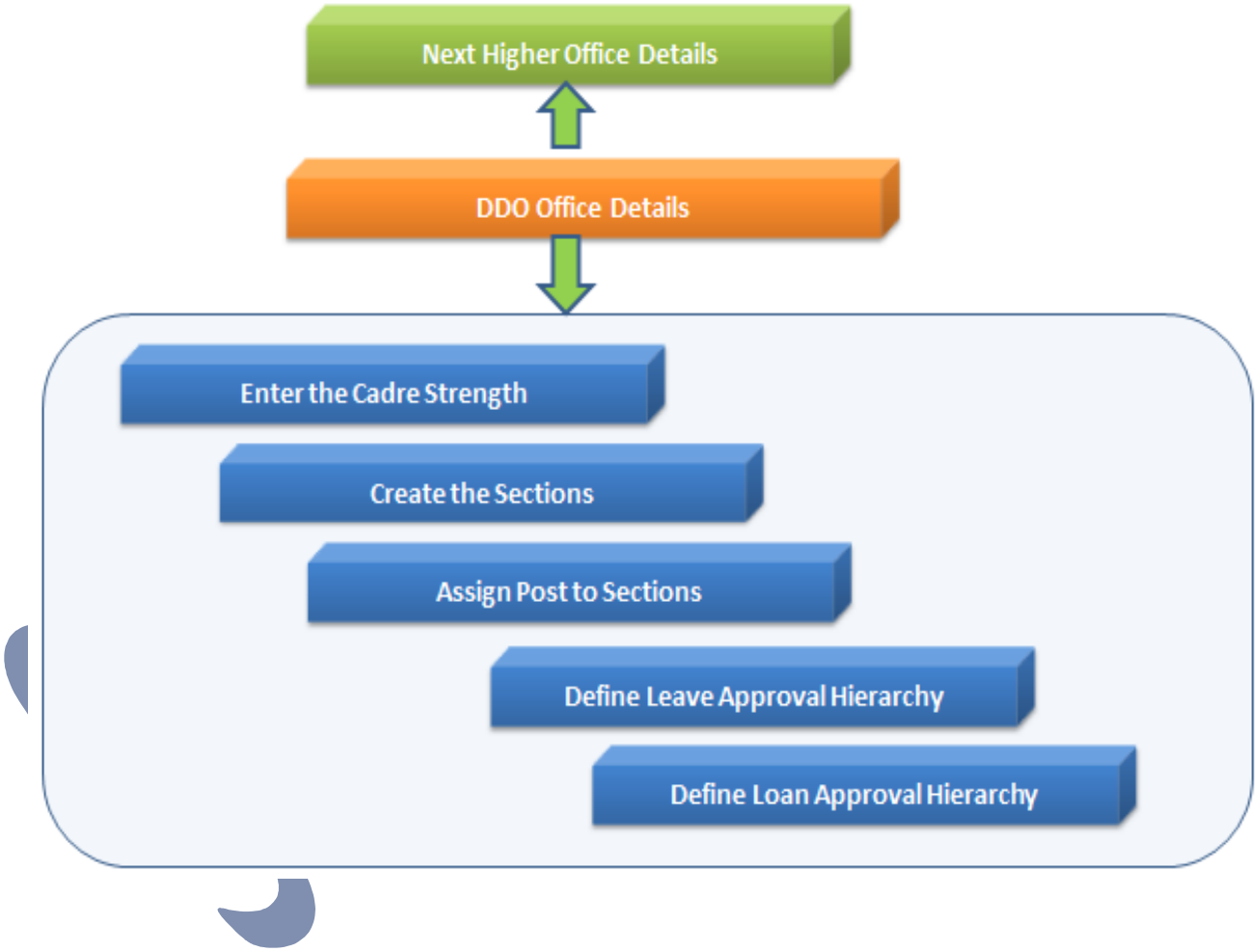
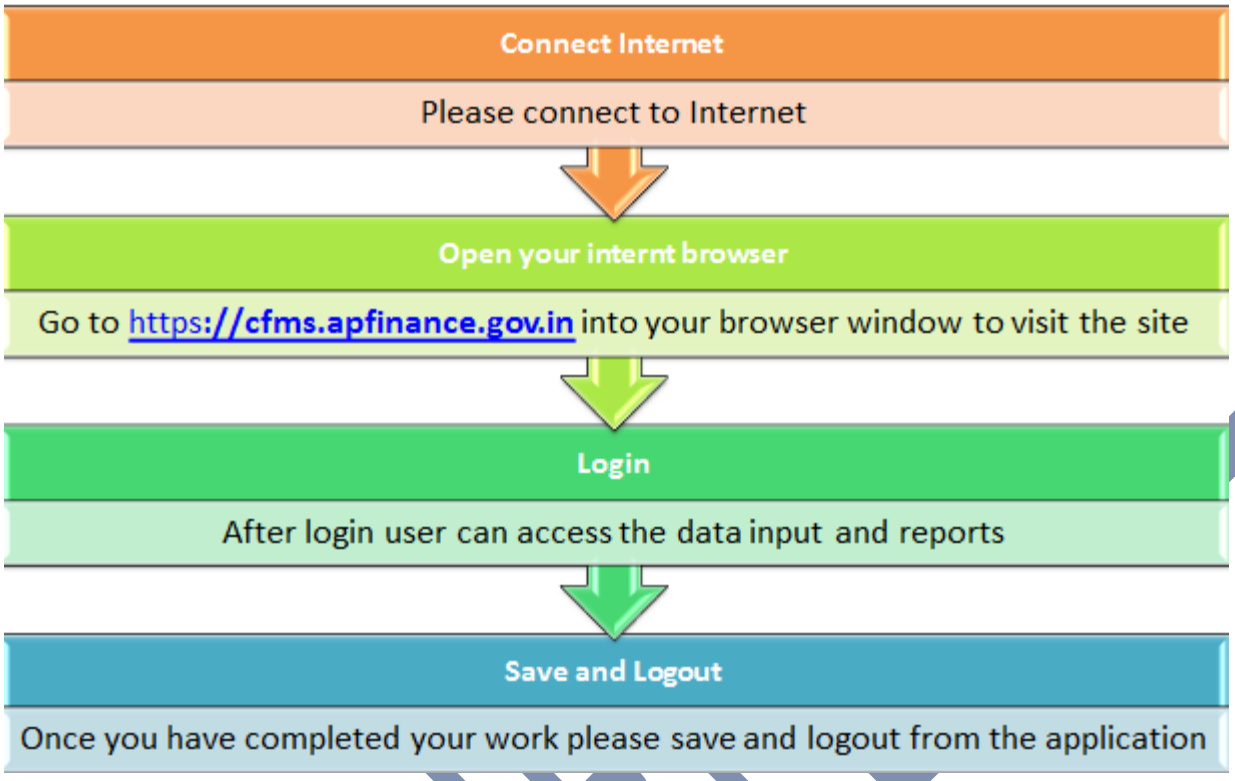
1.Document Summary

This document entails the steps to be followed by the DDOs to capture the entire data of the employees with respect to the departments. It includes Hierarchy, Cadre strength, Assign employees, Create sections, Assign posts to sections, Leave approval hierarchy & Loans approval hierarchy.

2. How the Data is Captured?



3. How to access the application?

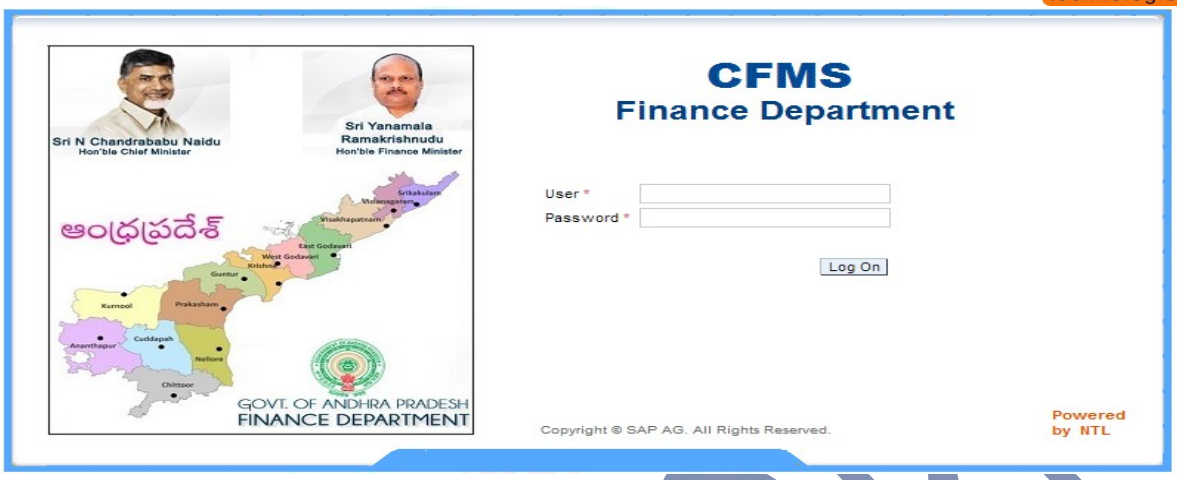

Connect Internet
Please connect to Internet
Open your internt browser
Go to https://cfms.apfinance.gov.in into your browser window to visit the site
Login
After login user can access the data input and reports
Save and Logout
Once you have completed your work please save and logout from the application

4. Login

Step 1: Enter the CFMS Portal URL https://cfms.apfinance.gov.in in IE (Internet Explorer version 8, 9 and 10) or Mozilla or Google chrome browser.

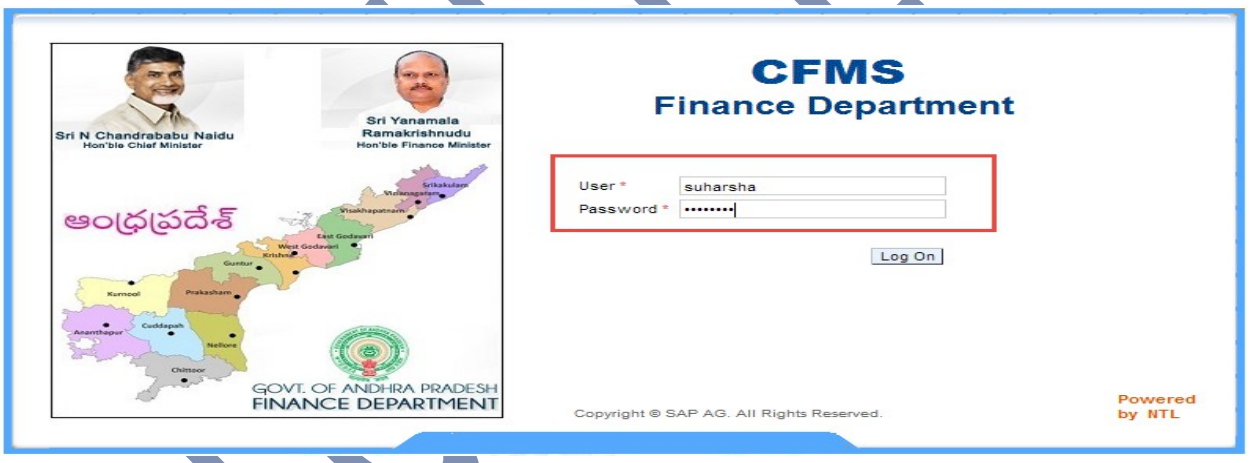
Step 2: Click on **'Enter'** button on your keyboard to navigate to CFMS Portal login page.

You can access all the portal applications by getting logged in to CFMS portal.

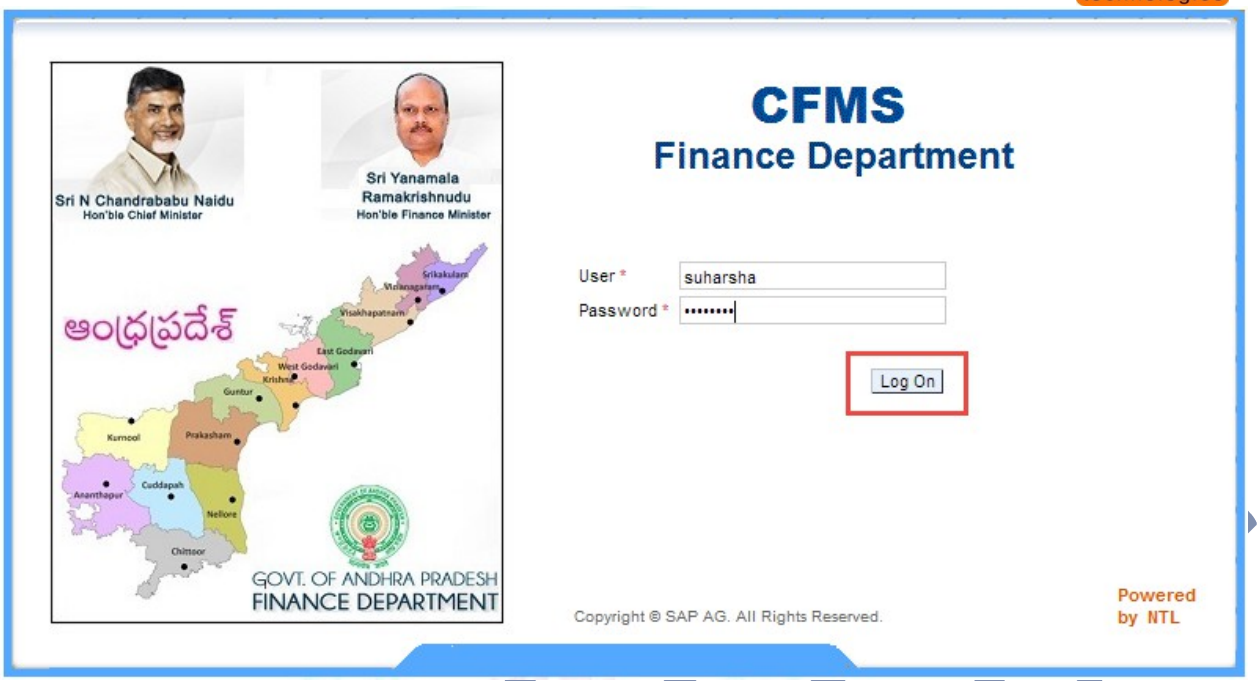


Below listed are the First time 'login instructions' to the end user:

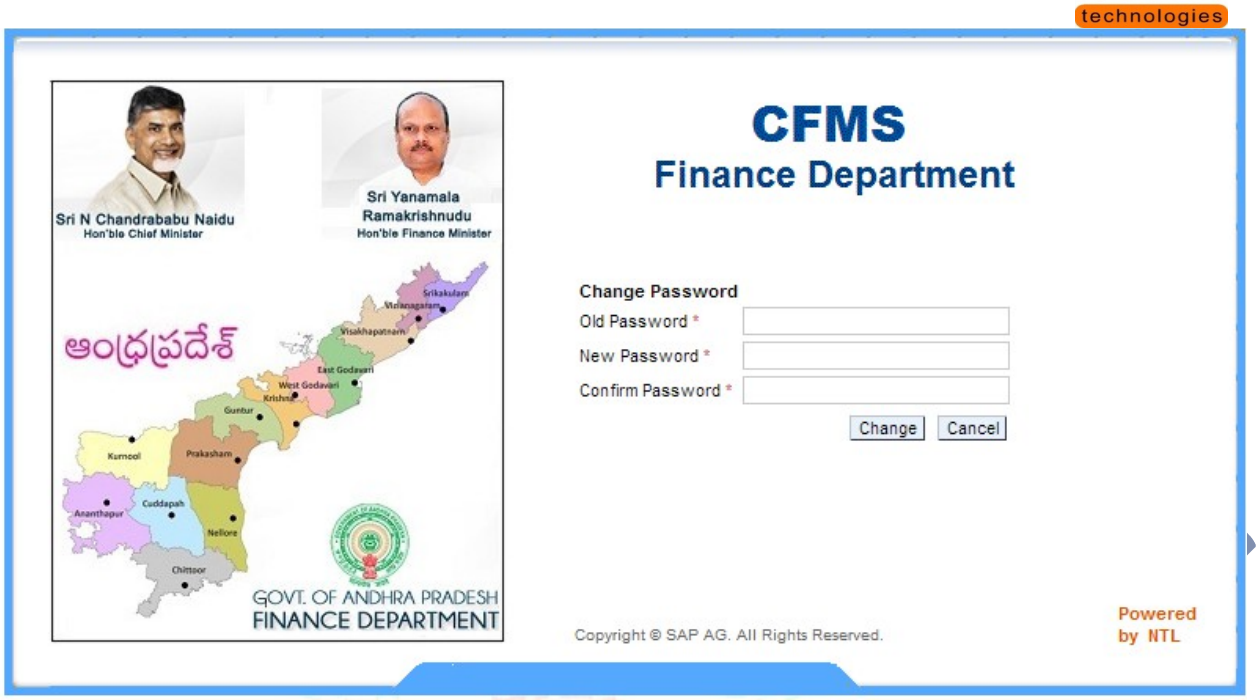
- On the **'Login screen'**, enter your existing **'User id'** used for accessing CFMS Portal system.
- Enter the **'Password'** which has been provided by the administrator through communication mail.



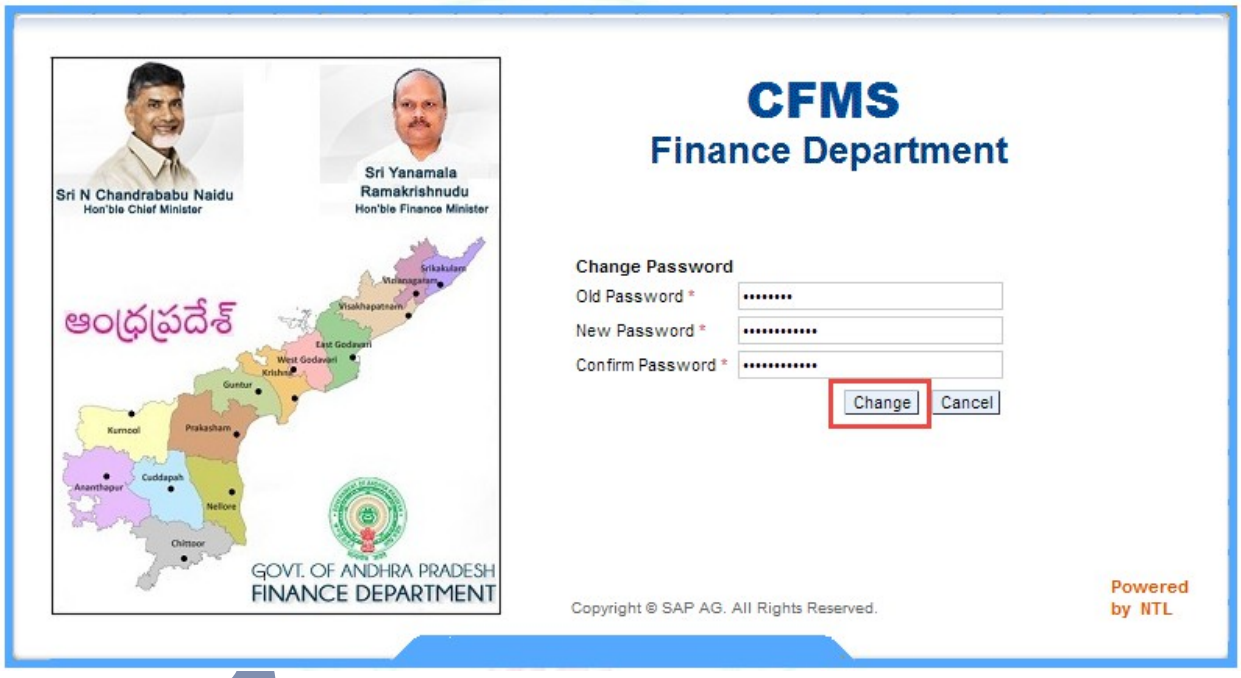
- Click on the **'Logon'** button.



- Below shown screen will be displayed (only if the user is getting logged onto the portal for the first time, as this helps the user to change his/her password). Enter the **'Old password'** provided to you by the administrator.
- Enter the **'New password'** and confirm the password by re-entering it in **'Confirm password'** field.



- Click on the **'Change password'** button.



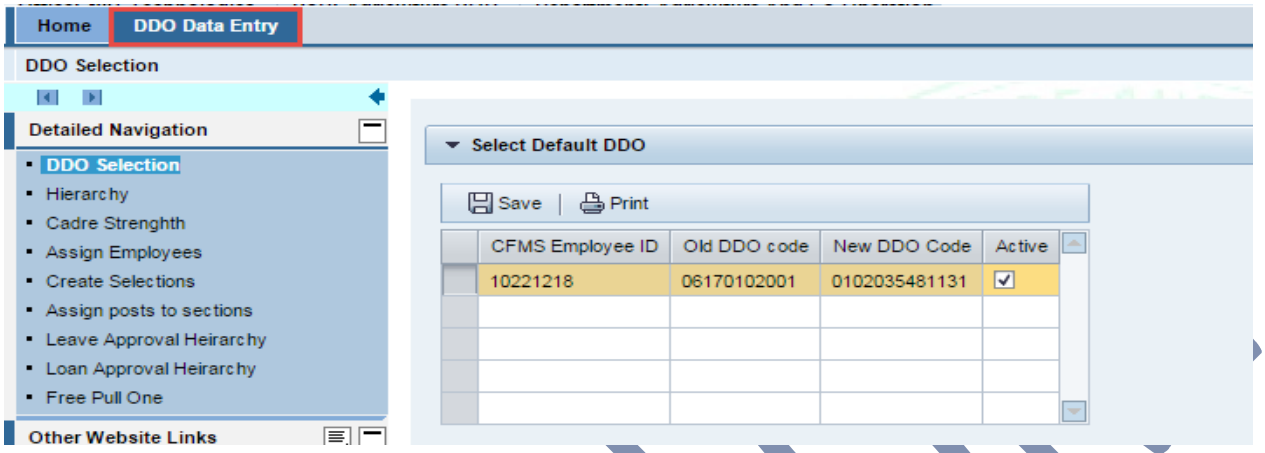
Now, you will be navigated to CFMS portal main page.

5. DDO Data Entry

Below listed are the steps to be followed by the DDOs to capture the data.

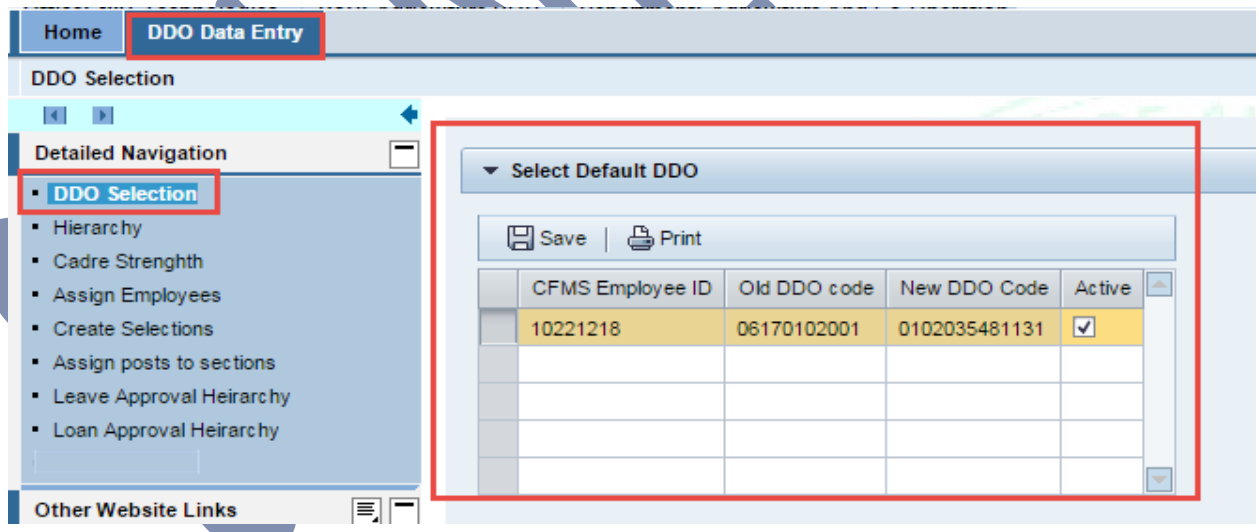
Step 1: Click on the **DDO Data entry tab**.

You will be navigated to the below shown screen.



5.1 DDO Selection

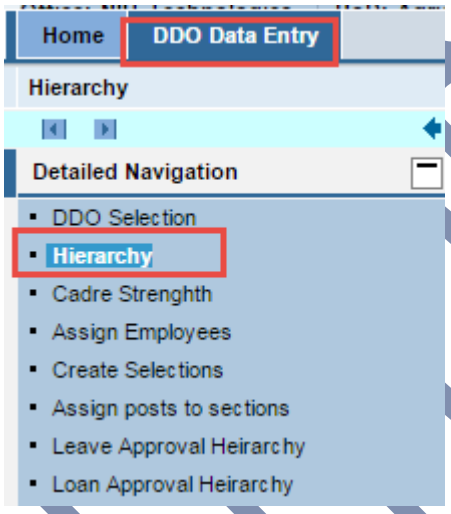
Step 1: On the left side of the screen, click on **DDO Selection**. You will find a default screen as shown below. It displays the details like **CFMS Employee ID, Old DDO code, New DDO code** of the DDO who has been logged in. it also displays the status of the DDO whether he / she is **Active** or **Inactive.**



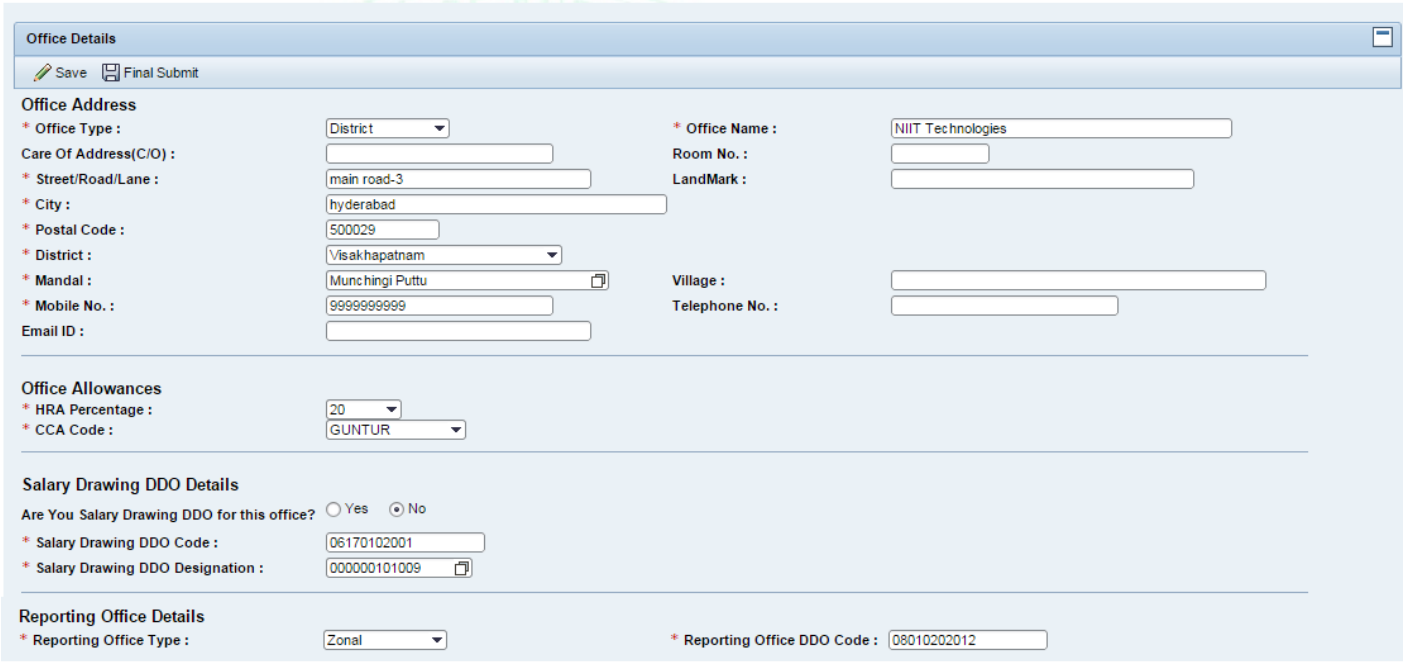
5.2 Hierarchy

Here all the details regarding the office hierarchy are to be entered. Below listed are the steps to be followed for your reference.

Step 1: Navigate to **DDO Data Entry → Hierarchy**.



You will be navigated to the below shown screen.

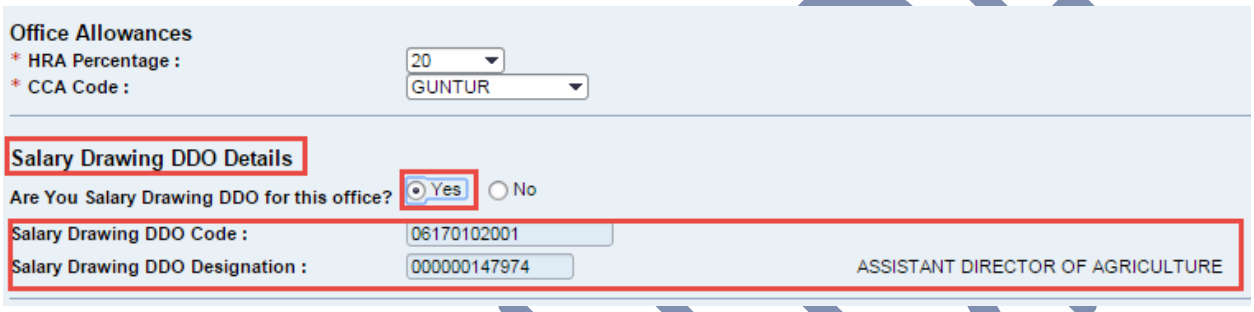

Office Details
Save
Final Submit
Office Address
* Office Type : District
* Office Name : NIIT Technologies
Care Of Address(C/O) :
Room No. :
* Street/Road/Lane : main road-3
LandMark :
* City : hyderabad
* Postal Code : 500029
* District : Visakhapatnam
* Mandal : Munchingi Puttu
Village :
* Mobile No. : 9999999999
Telephone No. :
Email ID :
Office Allowances
* HRA Percentage : 20
* CCA Code : GUNTUR
Salary Drawing DDO Details
Are You Salary Drawing DDO for this office? Yes No
* Salary Drawing DDO Code : 06170102001
* Salary Drawing DDO Designation : 000000101009
Reporting Office Details
* Reporting Office Type : Zonal
* Reporting Office DDO Code : 08010202012

Step 2: Enter all the mandatory details.

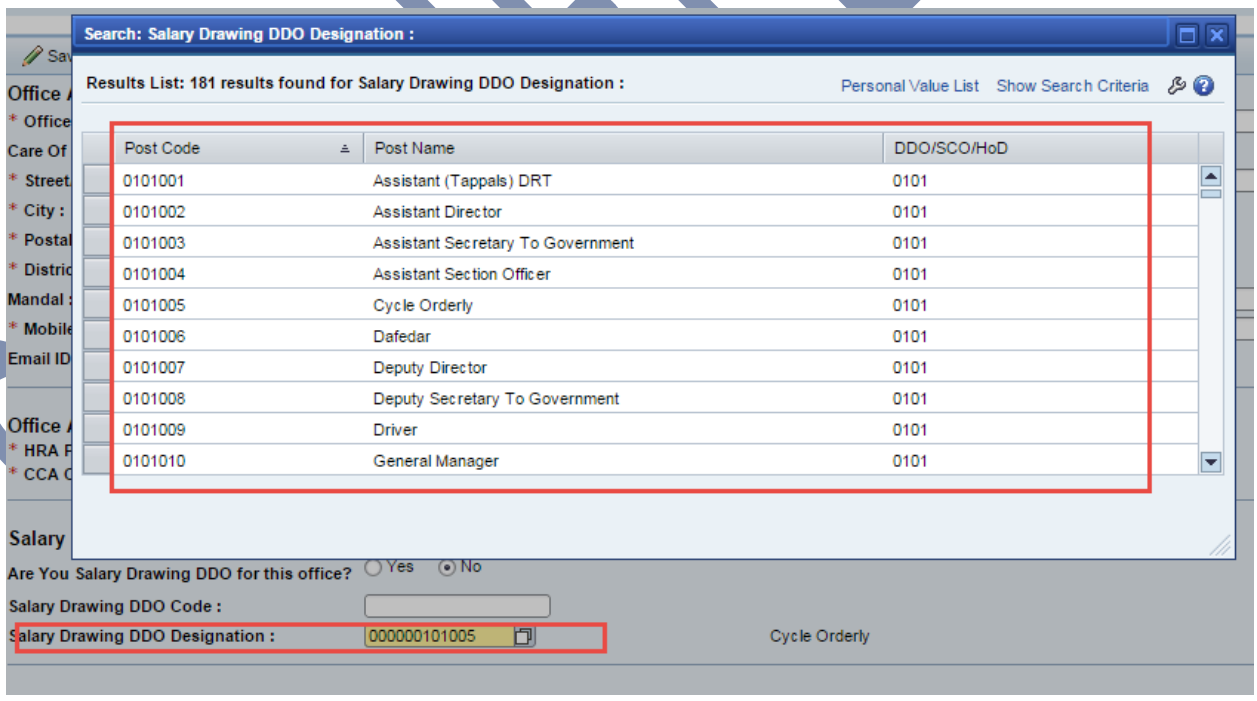
Note: All the fields which are marked with an astriel (*) are mandatory.

In the section **Salary Drawing DDO Details** you can see a field **Are you Salary drawing DDO for this office?** with two options **Yes** & **No**.

If the option **YES** is selected ,by default the salary drawing DDO code & designation will be displayed.



If the option **NO** is selected, you need to enter the **Salary Drawing DDO code** and select the **Salary Drawing DDO Designation**.


Search: Salary Drawing DDO Designation :
Results List: 181 results found for Salary Drawing DDO Designation :
Personal Value List
Show Search Criteria
Post Code
Post Name
DDO/SCO/HoD
0101001 Assistant (Tappals) DRT 0101
0101002 Assistant Director 0101
0101003 Assistant Secretary To Government 0101
0101004 Assistant Section Officer 0101
0101005 Cycle Orderly 0101
0101006 Dafedar 0101
0101007 Deputy Director 0101
0101008 Deputy Secretary To Government 0101
0101009 Driver 0101
0101010 General Manager 0101
Are You Salary Drawing DDO for this office?
Yes
No
Salary Drawing DDO Code :
Salary Drawing DDO Designation :
000000101005
Cycle Orderly

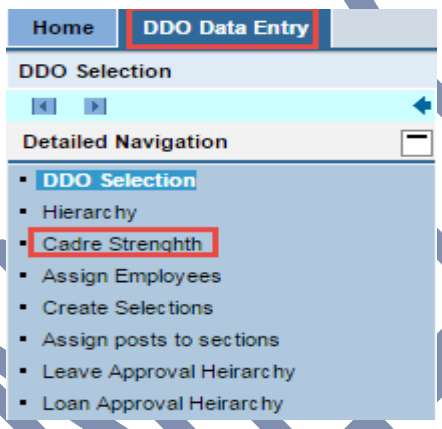
Step 3: Click on **Save** button to save the details and click on the **Final Submit** button to submit.

Note! *Once the details are submitted, no further changes can be made (ie* ***Hierarchy, Cadre strength, Assign employees, Create sections, Assigning posts to sections, Leave approval hierarchy, loan approval hierarchy****).*

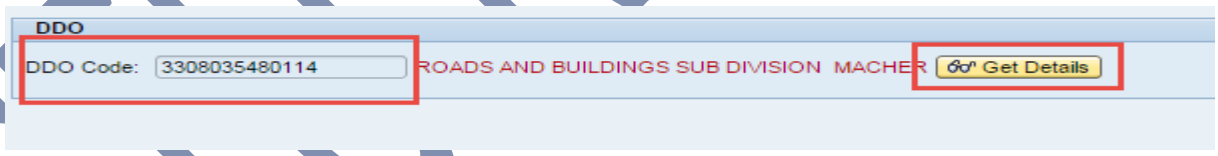
5.3 Cadre Strength

The employee needs to check all the available posts with respect to his / her office. In case of unavailability of any of the offices, the employee needs to add the offices by clicking on **Add New job** button. He / She have to fill all the sanctioned strength for all the available posts.

Step 1: Navigate to **DDO Data Entry → Cadre strength**

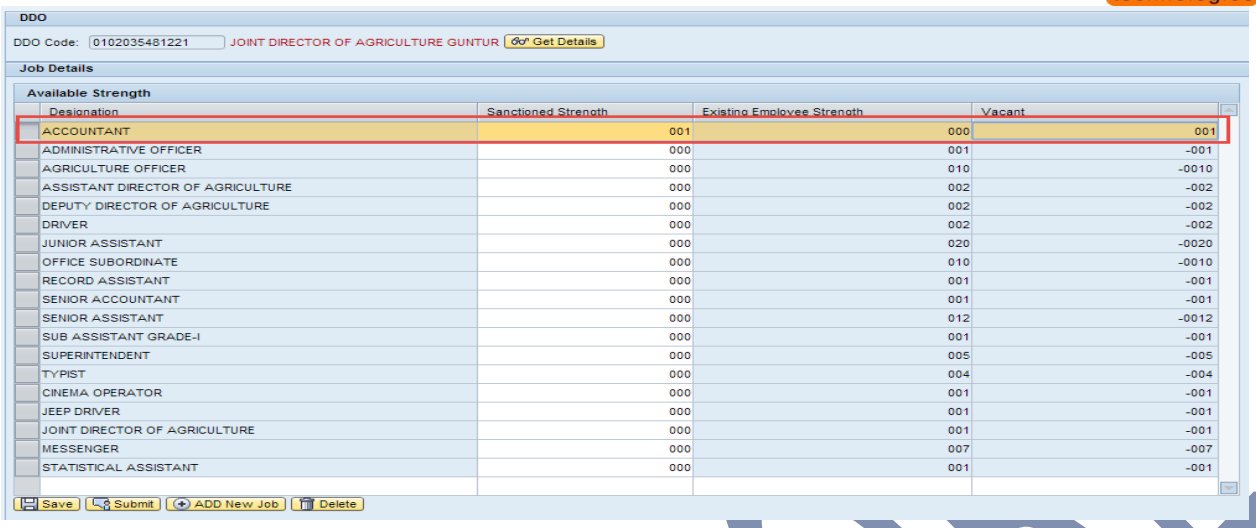


Step 2: Click on the **Get Details button**.



All the designations **(Vacant / Non vacant positions)** falling under the respective DDO will be displayed.

Step 3: Enter the **Sanctioned Strength**.


DDO
DDO Code: 0102035481221 JOINT DIRECTOR OF AGRICULTURE GUNTUR Get Details
Job Details
Available Strength
Designation | Sanctioned Strength | Existing Employee Strength | Vacant
ACCOUNTANT | 001 | 000 | 001
ADMINISTRATIVE OFFICER | 000 | 001 | -001
AGRICULTURE OFFICER | 000 | 010 | -0010
ASSISTANT DIRECTOR OF AGRICULTURE | 000 | 002 | -002
DEPUTY DIRECTOR OF AGRICULTURE | 000 | 002 | -002
DRIVER | 000 | 002 | -002
JUNIOR ASSISTANT | 000 | 020 | -0020
OFFICE SUBORDINATE | 000 | 010 | -0010
RECORD ASSISTANT | 000 | 001 | -001
SENIOR ACCOUNTANT | 000 | 001 | -001
SENIOR ASSISTANT | 000 | 012 | -0012
SUB ASSISTANT GRADE-I | 000 | 001 | -001
SUPERINTENDENT | 000 | 005 | -005
TYPIST | 000 | 004 | -004
CINEMA OPERATOR | 000 | 001 | -001
JEEP DRIVER | 000 | 001 | -001
JOINT DIRECTOR OF AGRICULTURE | 000 | 001 | -001
MESSENGER | 000 | 007 | -007
STATISTICAL ASSISTANT | 000 | 001 | -001
Save Submit ADD New Job Delete

Depending on the sanctioned strength, the vacant position will be displayed.

Step 4: Click on the **Save** button to save the details.

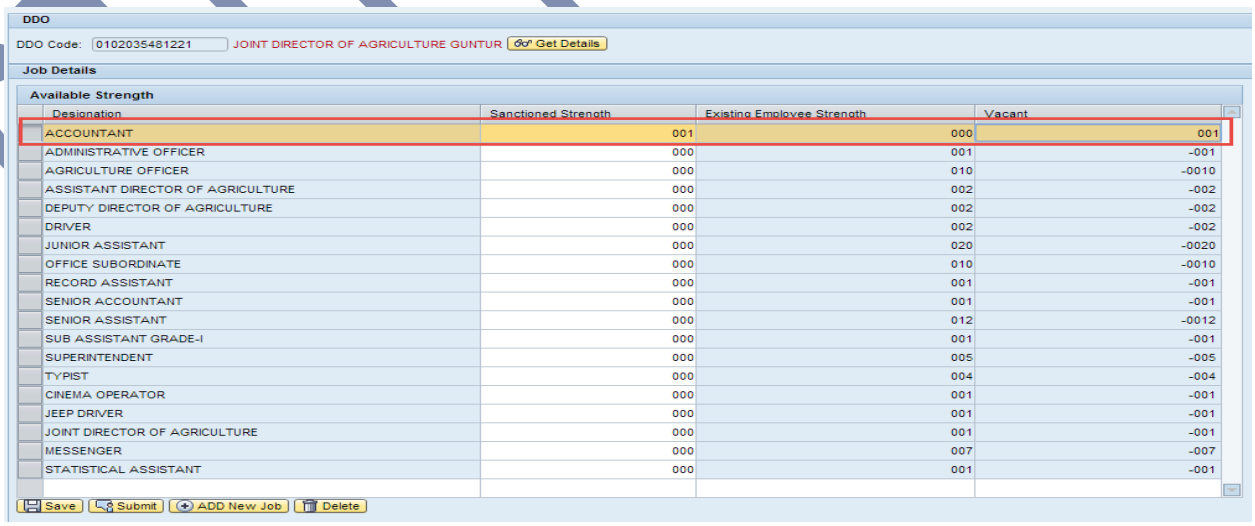
Adding a New job

Step 1: Click on **Add new job** button.

Step 2: Enter the details of the job in the respective fields and click on the **Save** button.

Step 3: Click on **Submit** to submit the details.

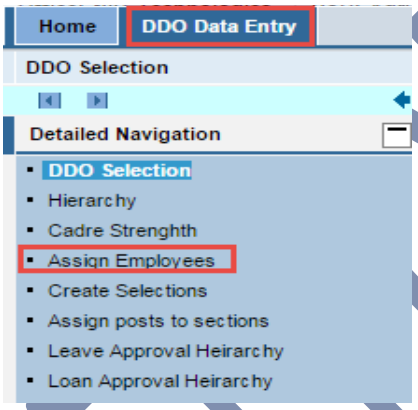
The submitted details will be appeared in the available strength as shown below.


DDO
DDO Code: 0102035481221 JOINT DIRECTOR OF AGRICULTURE GUNTUR Get Details
Job Details
Available Strength
Designation | Sanctioned Strength | Existing Employee Strength | Vacant
ACCOUNTANT | 001 | 000 | 001
ADMINISTRATIVE OFFICER | 000 | 001 | -001
AGRICULTURE OFFICER | 000 | 010 | -0010
ASSISTANT DIRECTOR OF AGRICULTURE | 000 | 002 | -002
DEPUTY DIRECTOR OF AGRICULTURE | 000 | 002 | -002
DRIVER | 000 | 002 | -002
JUNIOR ASSISTANT | 000 | 020 | -0020
OFFICE SUBORDINATE | 000 | 010 | -0010
RECORD ASSISTANT | 000 | 001 | -001
SENIOR ACCOUNTANT | 000 | 001 | -001
SENIOR ASSISTANT | 000 | 012 | -0012
SUB ASSISTANT GRADE-I | 000 | 001 | -001
SUPERINTENDENT | 000 | 005 | -005
TYPIST | 000 | 004 | -004
CINEMA OPERATOR | 000 | 001 | -001
JEEP DRIVER | 000 | 001 | -001
JOINT DIRECTOR OF AGRICULTURE | 000 | 001 | -001
MESSENGER | 000 | 007 | -007
STATISTICAL ASSISTANT | 000 | 001 | -001
Save Submit ADD New Job Delete

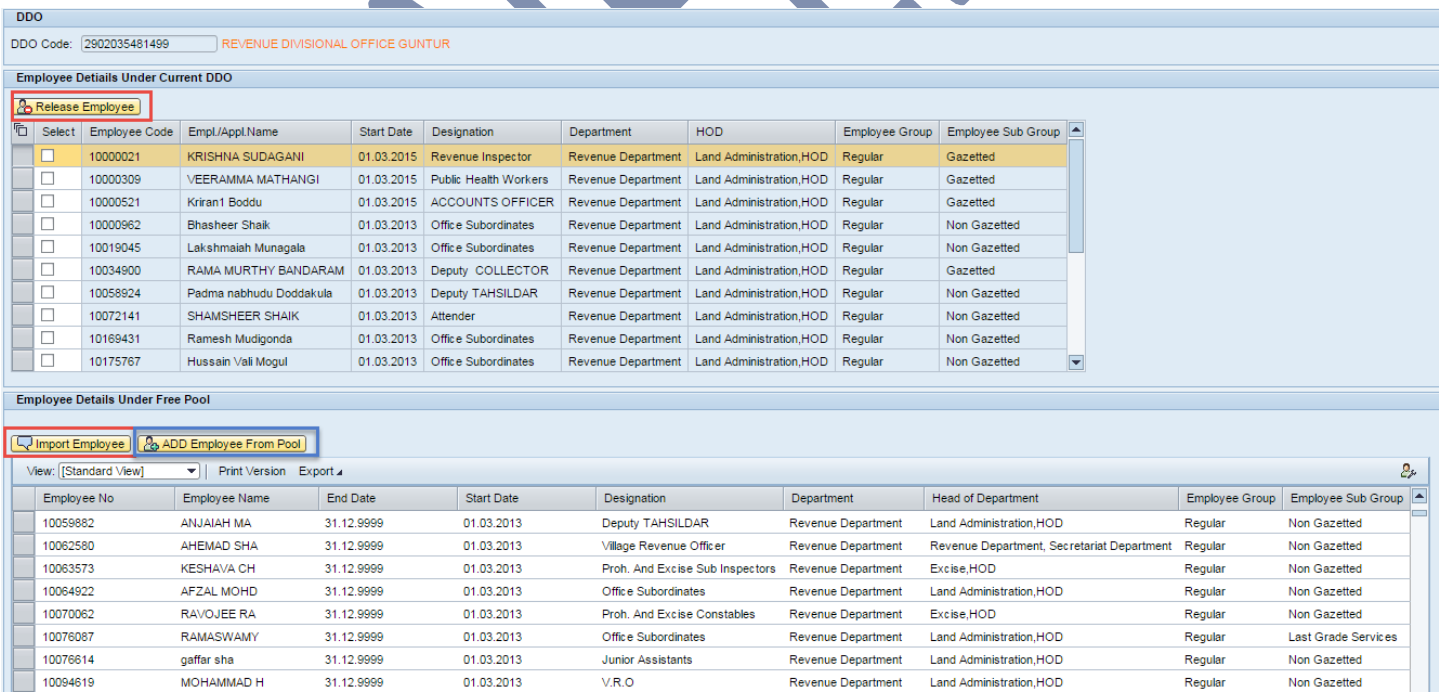
5.4 Assign Employees

He / She has to view all the available employee details and if any of the employees found not belonging to the respective office, that particular employee has to be selected and released by following the below listed steps.

Step 1: Navigate to **DDO Data Entry → Assign Employees**.



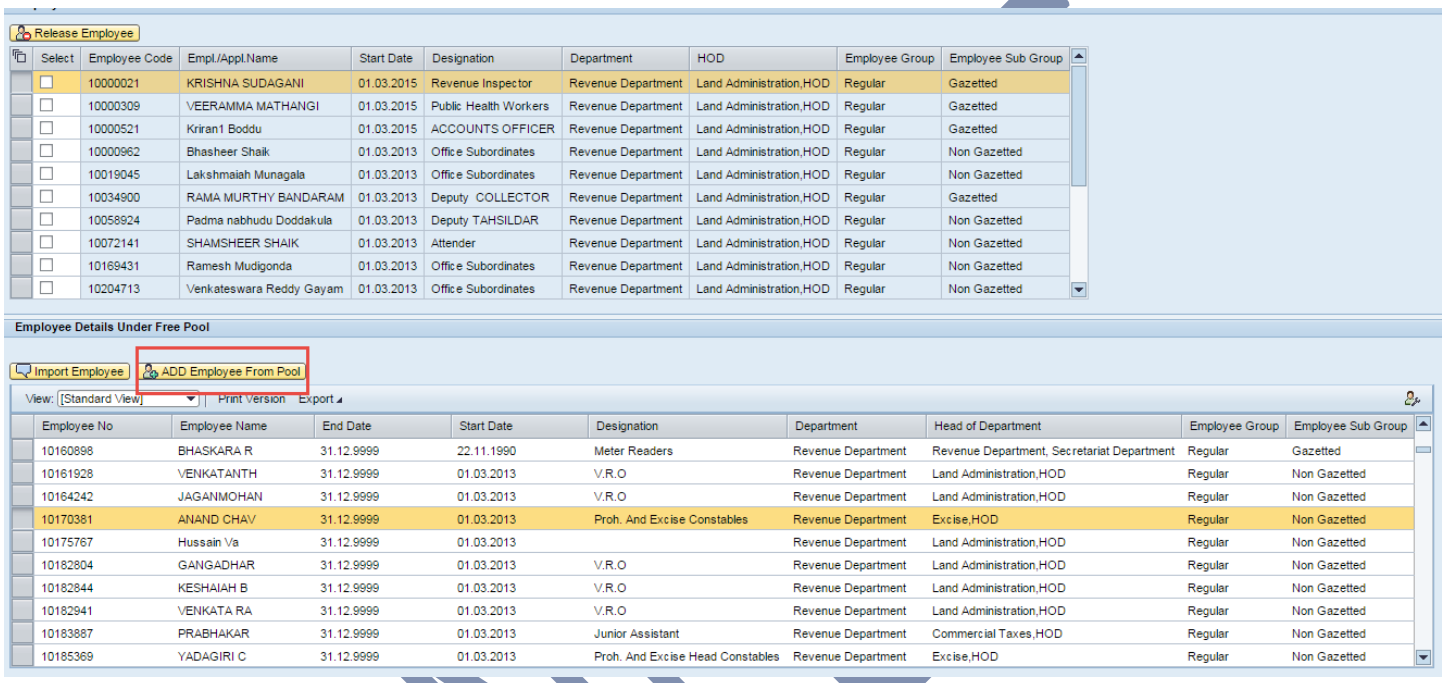
You will be navigated to the below shown screen.


DDO
DDO Code: 2902035481499 REVENUE DIVISIONAL OFFICE GUNTUR
Employee Detiails Under Current DDO
Release Employee
Select | Employee Code | Empl./Appl.Name | Start Date | Designation | Department | HOD | Employee Group | Employee Sub Group
10000021 | KRISHNA SUDAGANI | 01.03.2015 | Revenue Inspector | Revenue Department | Land Administration,HOD | Regular | Gazetted
10000309 | VEERAMMA MATHANGI | 01.03.2015 | Public Health Workers | Revenue Department | Land Administration,HOD | Regular | Gazetted
10000521 | Kriran1 Boddu | 01.03.2015 | ACCOUNTS OFFICER | Revenue Department | Land Administration,HOD | Regular | Gazetted
10000962 | Bhasheer Shaik | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10019045 | Lakshmaiah Munagala | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10034900 | RAMA MURTHY BANDARAM | 01.03.2013 | Deputy COLLECTOR | Revenue Department | Land Administration,HOD | Regular | Gazetted
10058924 | Padma nabhudu Doddakula | 01.03.2013 | Deputy TAHSILDAR | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10072141 | SHAMSHEER SHAIK | 01.03.2013 | Attender | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10169431 | Ramesh Mudigonda | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10175767 | Hussain Vali Mogul | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
Employee Details Under Free Pool
Import Employee
ADD Employee From Pool
View: [Standard View] Print Version Export
Employee No | Employee Name | End Date | Start Date | Designation | Department | Head of Department | Employee Group | Employee Sub Group
10059882 | ANJAIAH MA | 31.12.9999 | 01.03.2013 | Deputy TAHSILDAR | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10062580 | AHEMAD SHA | 31.12.9999 | 01.03.2013 | Village Revenue Officer | Revenue Department | Revenue Department, Secretariat Department | Regular | Non Gazetted
10063573 | KESHAVA CH | 31.12.9999 | 01.03.2013 | Proh. And Excise Sub Inspectors | Revenue Department | Excise,HOD | Regular | Non Gazetted
10064922 | AFZAL MOHD | 31.12.9999 | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10070062 | RAVOJEE RA | 31.12.9999 | 01.03.2013 | Proh. And Excise Constables | Revenue Department | Excise,HOD | Regular | Non Gazetted
10076087 | RAMASWAMY | 31.12.9999 | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Last Grade Services
10076614 | gaffar sha | 31.12.9999 | 01.03.2013 | Junior Assistants | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10094619 | MOHAMMAD H | 31.12.9999 | 01.03.2013 | V.R.O | Revenue Department | Land Administration,HOD | Regular | Non Gazetted

Adding employee from Free pool to current DDO.

Step 1: Select the **employee** and clcik on **Add employee from pool** button.

Step 2: Enter the required fields & click on **Add to Me** button.



Release Employee

Select	Employee Code	Empl./Appl.Name	Start Date	Designation	Department	HOD	Employee Group	Employee Sub Group
☐	10000021	KRISHNA SUDAGANI	01.03.2015	Revenue Inspector	Revenue Department	Land Administration,HOD	Regular	Gazetted
☐	10000309	VEERAMMA MATHANGI	01.03.2015	Public Health Workers	Revenue Department	Land Administration,HOD	Regular	Gazetted
☐	10000521	Kriran1 Boddu	01.03.2015	ACCOUNTS OFFICER	Revenue Department	Land Administration,HOD	Regular	Gazetted
☐	10000962	Bhasheer Shaik	01.03.2013	Office Subordinates	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
☐	10019045	Lakshmaiah Munagala	01.03.2013	Office Subordinates	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
☐	10034900	RAMA MURTHY BANDARAM	01.03.2013	Deputy COLLECTOR	Revenue Department	Land Administration,HOD	Regular	Gazetted
☐	10058924	Padma nabhudu Doddakula	01.03.2013	Deputy TAHSILDAR	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
☐	10072141	SHAMSHEER SHAIK	01.03.2013	Attender	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
☐	10169431	Ramesh Mudigonda	01.03.2013	Office Subordinates	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
☐	10204713	Venkateswara Reddy Gayam	01.03.2013	Office Subordinates	Revenue Department	Land Administration,HOD	Regular	Non Gazetted

Employee Details Under Free Pool

Import Employee | ADD Employee From Pool

View: [Standard View] | Print Version | Export

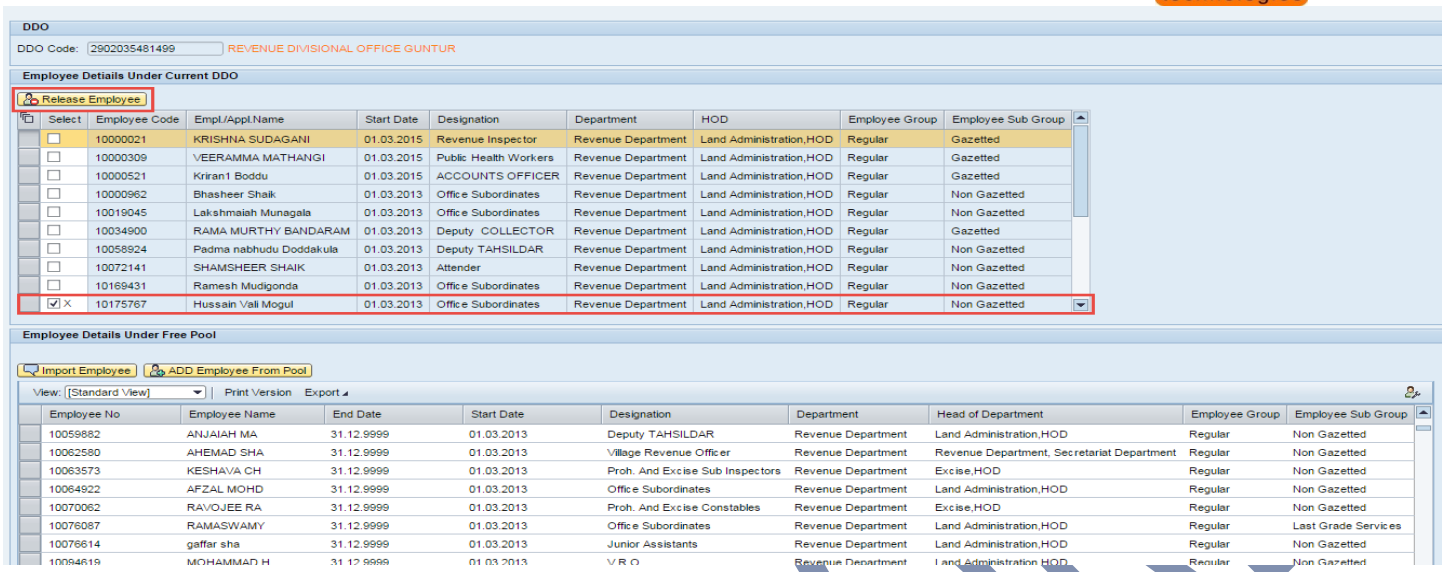
Employee No	Employee Name	End Date	Start Date	Designation	Department	Head of Department	Employee Group	Employee Sub Group
10160898	BHASKARA R	31.12.9999	22.11.1990	Meter Readers	Revenue Department	Revenue Department, Secretariat Department	Regular	Gazetted
10161928	VENKATANTH	31.12.9999	01.03.2013	V.R.O	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
10164242	JAGANMOHAN	31.12.9999	01.03.2013	V.R.O	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
10170381	ANAND CHAV	31.12.9999	01.03.2013	Proh. And Excise Constables	Revenue Department	Excise,HOD	Regular	Non Gazetted
10175767	Hussain Va	31.12.9999	01.03.2013		Revenue Department	Land Administration,HOD	Regular	Non Gazetted
10182804	GANGADHAR	31.12.9999	01.03.2013	V.R.O	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
10182844	KESHAIAH B	31.12.9999	01.03.2013	V.R.O	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
10182941	VENKATA RA	31.12.9999	01.03.2013	V.R.O	Revenue Department	Land Administration,HOD	Regular	Non Gazetted
10183887	PRABHAKAR	31.12.9999	01.03.2013	Junior Assistant	Revenue Department	Commercial Taxes,HOD	Regular	Non Gazetted
10185369	YADAGIRI C	31.12.9999	01.03.2013	Proh. And Excise Head Constables	Revenue Department	Excise,HOD	Regular	Non Gazetted

Releasing an Employee from the current DDO

Step 1: Select the **employee** and click on **Release employee button**.

The released employee details will be displayed in the Free pool.

STUDY

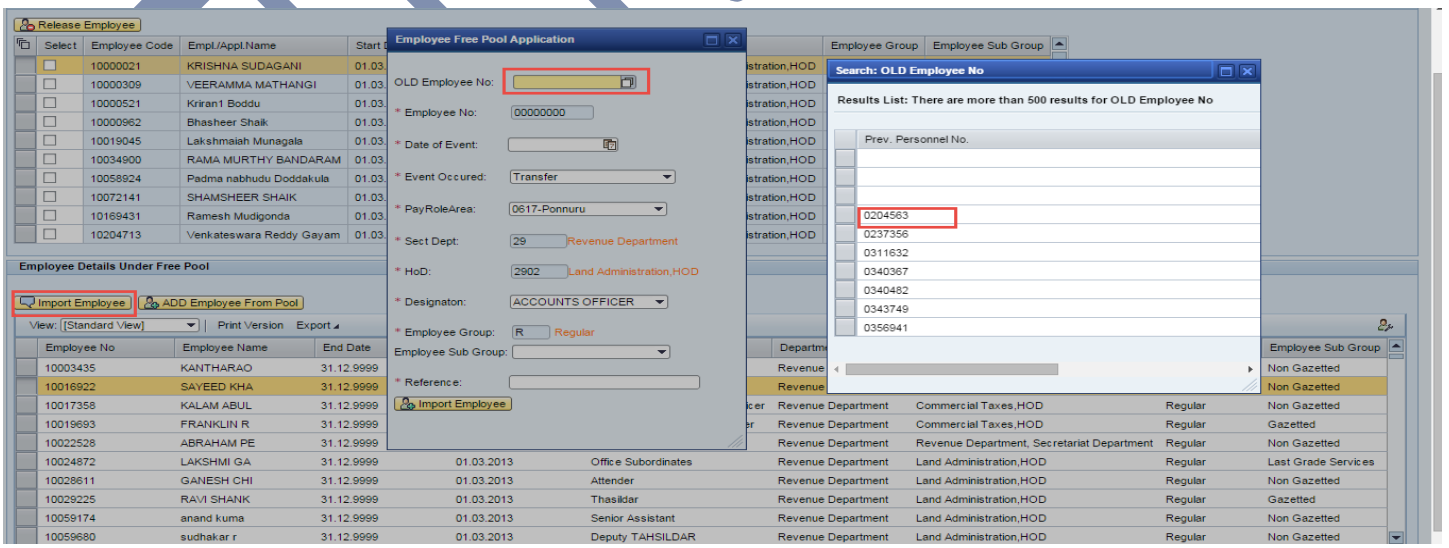

DDO
DDO Code: 2902035481499 REVENUE DIVISIONAL OFFICE GUNTUR
Employee Detiails Under Current DDO
Release Employee
Select | Employee Code | Empl./Appl.Name | Start Date | Designation | Department | HOD | Employee Group | Employee Sub Group
10000021 | KRISHNA SUDAGANI | 01.03.2015 | Revenue Inspector | Revenue Department | Land Administration,HOD | Regular | Gazetted
10000309 | VEERAMMA MATHANGI | 01.03.2015 | Public Health Workers | Revenue Department | Land Administration,HOD | Regular | Gazetted
10000521 | Kriran1 Boddu | 01.03.2015 | ACCOUNTS OFFICER | Revenue Department | Land Administration,HOD | Regular | Gazetted
10000962 | Bhasheer Shaik | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10019045 | Lakshmaiah Munagala | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10034900 | RAMA MURTHY BANDARAM | 01.03.2013 | Deputy COLLECTOR | Revenue Department | Land Administration,HOD | Regular | Gazetted
10058924 | Padma nabhudu Doddakula | 01.03.2013 | Deputy TAHSILDAR | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10072141 | SHAMSHEER SHAIK | 01.03.2013 | Attender | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10169431 | Ramesh Mudigonda | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10175767 | Hussain Vali Mogul | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
Employee Details Under Free Pool
Import Employee | ADD Employee From Pool
View: [Standard View] | Print Version | Export
Employee No | Employee Name | End Date | Start Date | Designation | Department | Head of Department | Employee Group | Employee Sub Group
10059882 | ANJAIAH MA | 31.12.9999 | 01.03.2013 | Deputy TAHSILDAR | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10062580 | AHEMAD SHA | 31.12.9999 | 01.03.2013 | Village Revenue Officer | Revenue Department | Revenue Department, Secretariat Department | Regular | Non Gazetted
10063573 | KESHAVA CH | 31.12.9999 | 01.03.2013 | Proh. And Excise Sub Inspectors | Revenue Department | Excise,HOD | Regular | Non Gazetted
10064922 | AFZAL MOHD | 31.12.9999 | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Non Gazetted
10070062 | RAVOJEE RA | 31.12.9999 | 01.03.2013 | Proh. And Excise Constables | Revenue Department | Excise,HOD | Regular | Non Gazetted
10076087 | RAMASWAMY | 31.12.9999 | 01.03.2013 | Office Subordinates | Revenue Department | Land Administration,HOD | Regular | Last Grade Services
10076614 | gaffar sha | 31.12.9999 | 01.03.2013 | Junior Assistants | Revenue Department | Land Administration,HOD | Regular | Non Gazetted

Import employee

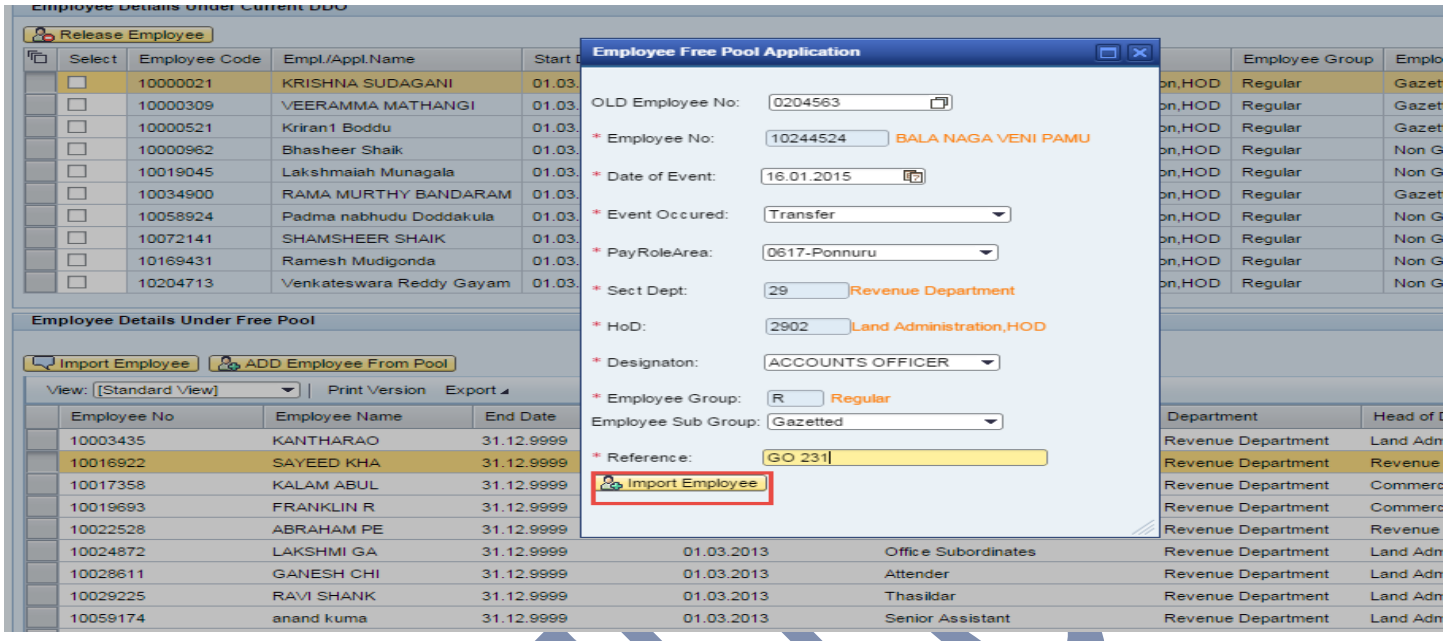
In cases if the employee is not available in free pool, the DDO has to import the employee by following the below steps.

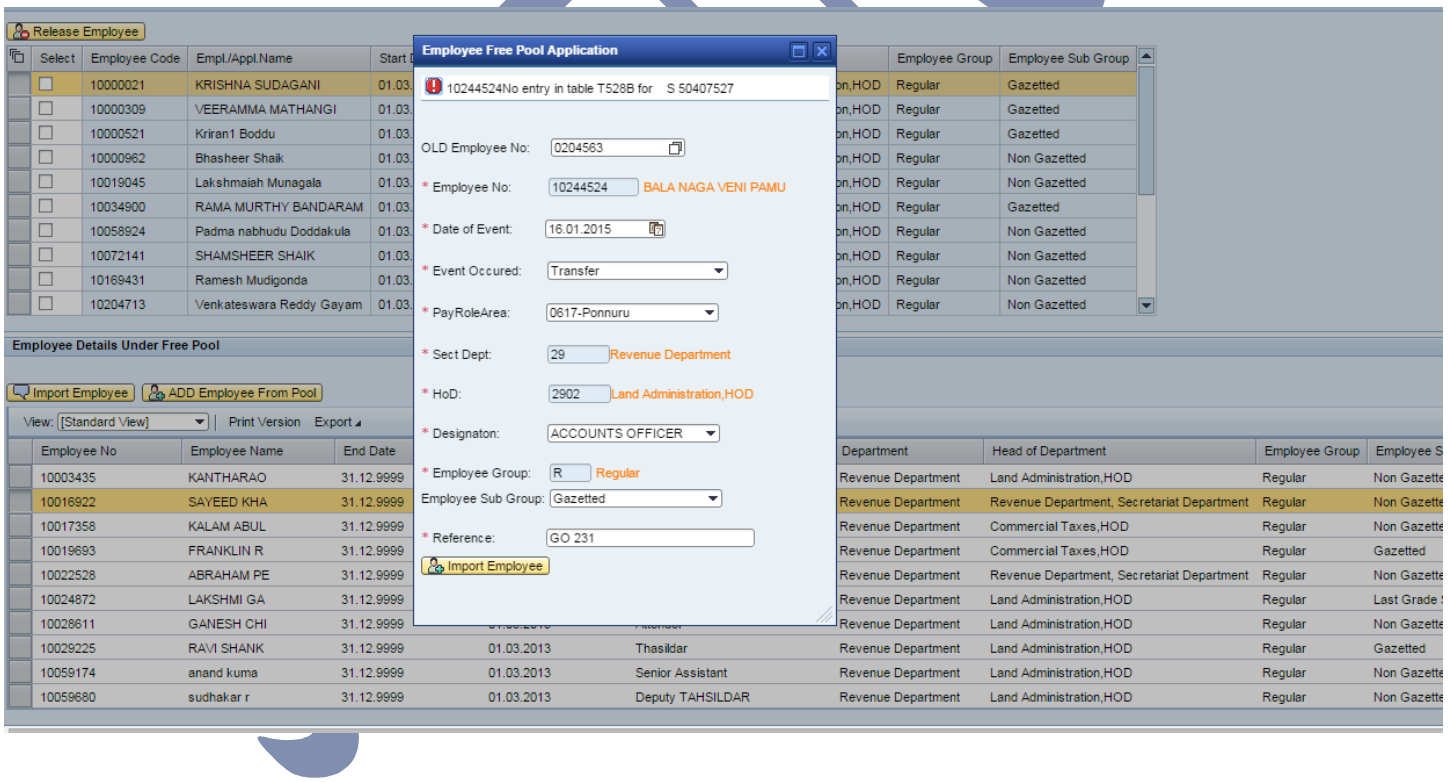
Step 1: Click on **Import employee** button , to request for an employee who has to be added under the respective DDO by entering all the required fields.

Note : *This action is to be performed only when the employee is not found in both the pools i.e free pool, employees under the current DDO.*



Step 2: Once done with entering the details, Click on **Import employee** button.

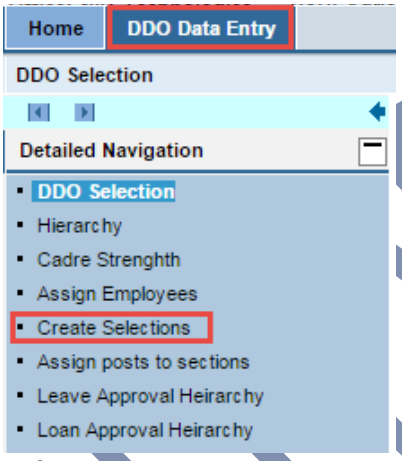



Release Employee
Employee Free Pool Application
10244524No entry in table T528B for S 50407527
OLD Employee No: 0204563
* Employee No: 10244524 BALA NAGA VENI PAMU
* Date of Event: 16.01.2015
* Event Occured: Transfer
* PayRoleArea: 0617-Ponnuru
* Sect Dept: 29 Revenue Department
* HoD: 2902 Land Administration,HOD
* Designaton: ACCOUNTS OFFICER
* Employee Group: R Regular
Employee Sub Group: Gazetted
* Reference: GO 231
Import Employee
Employee Details Under Free Pool
Import Employee
ADD Employee From Pool
View: [Standard View]
Print Version
Export

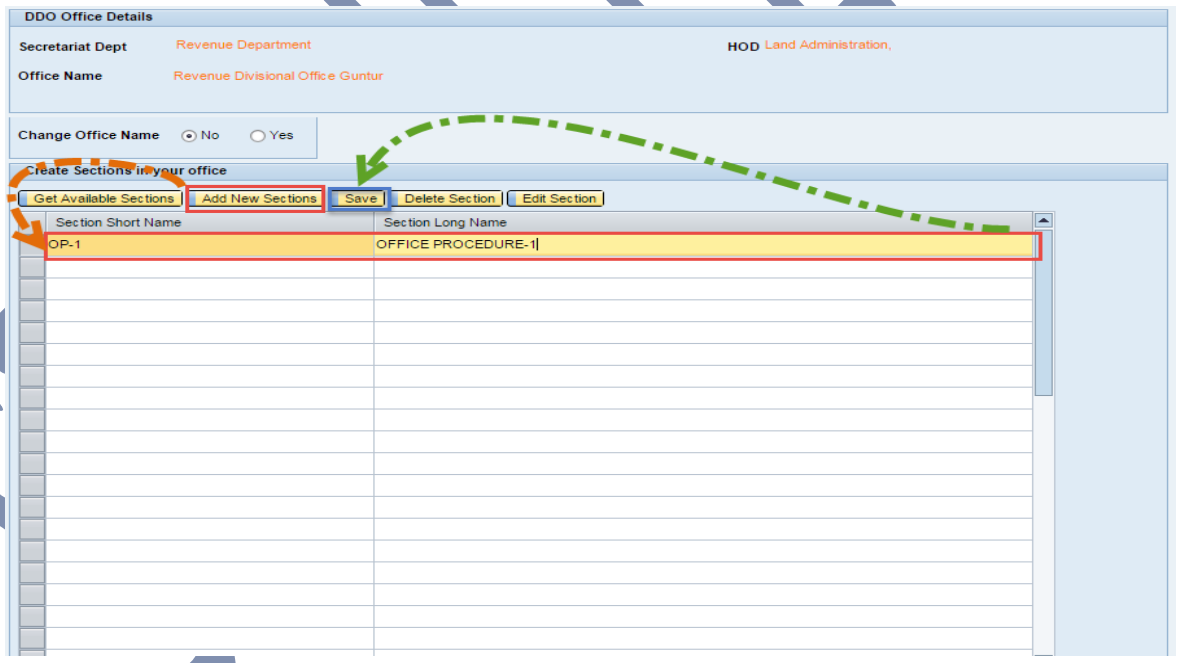
5.5 Create Sections

He / She have to create all the available sections in the office.

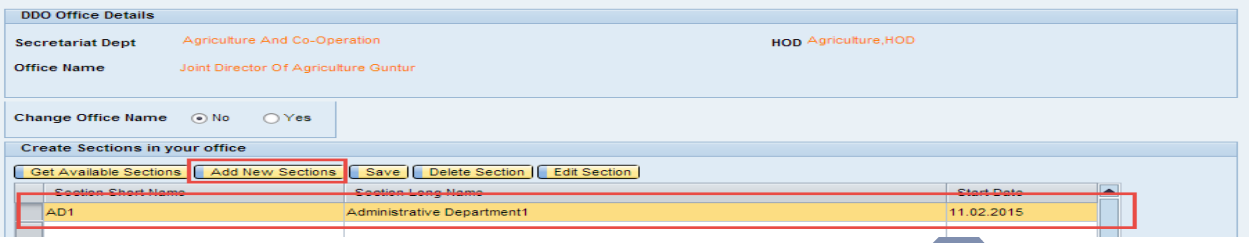
Step 1: Navigate to **DDO Data Entry → Create Sections.**



You will be navigated to the below shown screen.



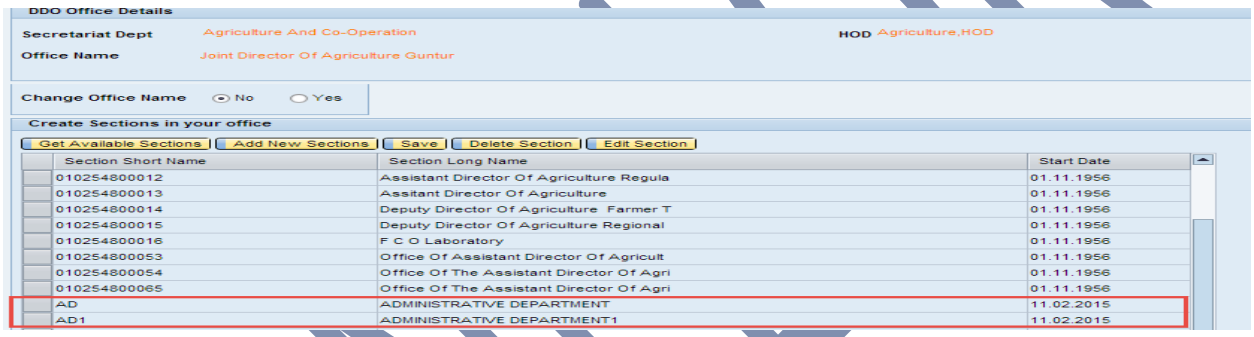
In the above screen the DDO can view all the **available sections**, **Add a new section**, **Delete a section & Edit a section.**



Step 2: Click on **Add new sections**.Enter the **Section short name** , **Section Long name and Start Date.**

Step 3: Click on **Save** button to save the created section.

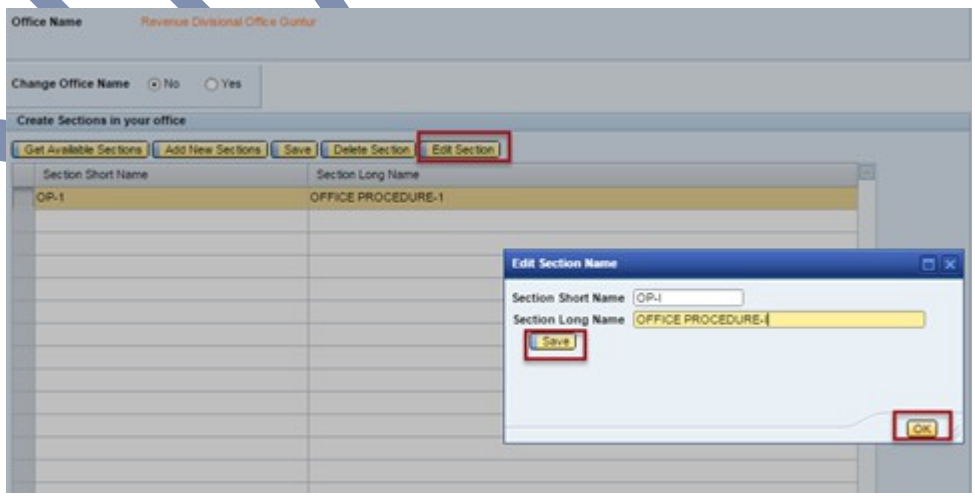
The section created will be displayed in the available sections as shown below.



Editing a Section

Step 1: Select the **department** and click on the **Edit section.**

Step 2: Make necessary changes and click on the **OK** button.



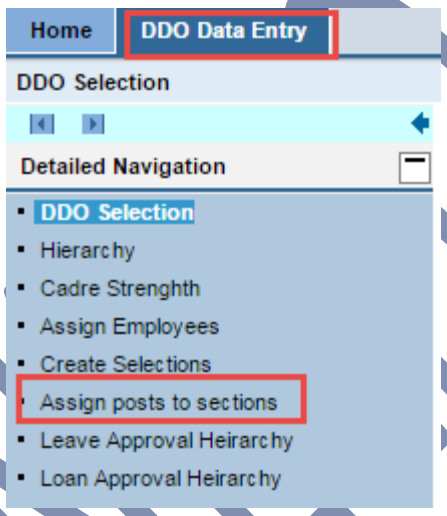
Deleting a Section

Step 1: Select the **section** and click on the **Delete Section** button.

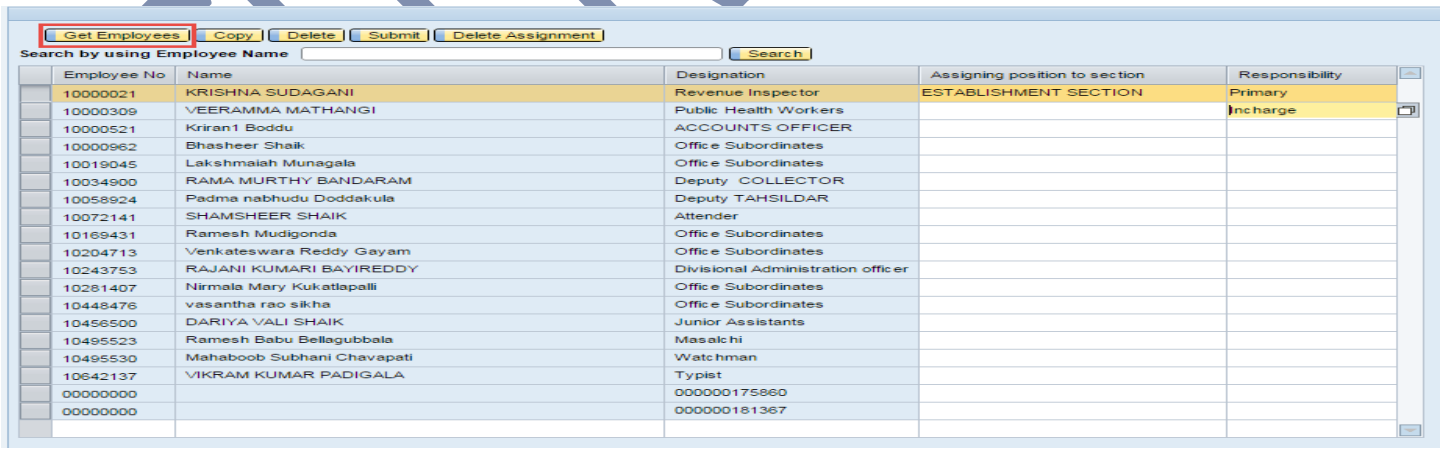
5.6 Assigning Posts to Sections

All the sections which are created earlier by the DDO should be assigned to posts. Below listed are the steps to be followed.

Step 1: Navigate to **DDO Data Entry → Arrange posts to sections**.



You will be navigated to the below shown screen.

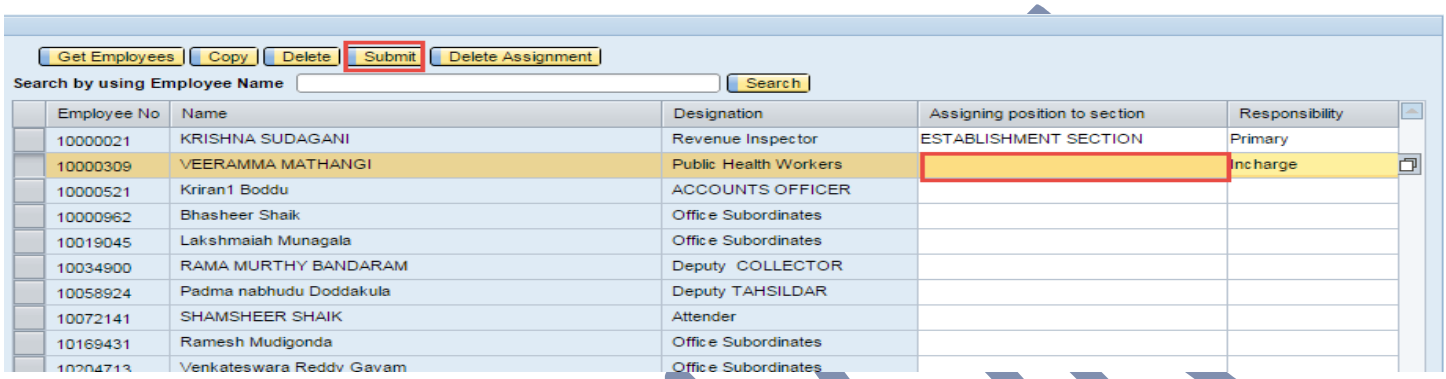


Employee No	Name	Designation	Assigning position to section	Responsibility
10000021	KRISHNA SUDAGANI	Revenue Inspector	ESTABLISHMENT SECTION	Primary
10000309	VEERAMMA MATHANGI	Public Health Workers		Incharge
10000521	Kriran1 Boddu	ACCOUNTS OFFICER		
10000962	Bhasheer Shaik	Office Subordinates		
10019045	Lakshmaiah Munagala	Office Subordinates		
10034900	RAMA MURTHY BANDARAM	Deputy COLLECTOR		
10058924	Padma nabhudu Doddakula	Deputy TAHSILDAR		
10072141	SHAMSHEER SHAIK	Attender		
10169431	Ramesh Mudigonda	Office Subordinates		
10204713	Venkateswara Reddy Gayam	Office Subordinates		
10243753	RAJANI KUMARI BAYIREDDY	Divisional Administration officer		
10281407	Nirmala Mary Kukatlapalli	Office Subordinates		
10448476	vasantha rao sikha	Office Subordinates		
10456500	DARIYA VALI SHAIK	Junior Assistants		
10495523	Ramesh Babu Bellagubbala	Masalchi		
10495530	Mahaboob Subhani Chavapati	Watchman		
10642137	VIKRAM KUMAR PADIGALA	Typist		
00000000		000000175860		
00000000		000000181367		

Step 2: Click on **Get Employees** button to view the details of all the employees.

Step 3: Select the **position & responsibility** to be assigned to the employee from **'Assigning position to section' & 'Responsibility'** options.

Step 4: Click on the **Submit** button to submit the details.



Employee No	Name	Designation	Assigning position to section	Responsibility
10000021	KRISHNA SUDAGANI	Revenue Inspector	ESTABLISHMENT SECTION	Primary
10000309	VEERAMMA MATHANGI	Public Health Workers		Incharge
10000521	Kriran1 Boddu	ACCOUNTS OFFICER		
10000962	Bhasheer Shaik	Office Subordinates		
10019045	Lakshmaiah Munagala	Office Subordinates		
10034900	RAMA MURTHY BANDARAM	Deputy COLLECTOR		
10058924	Padma nabhudu Doddakula	Deputy TAHSILDAR		
10072141	SHAMSHEER SHAIK	Attender		
10169431	Ramesh Mudigonda	Office Subordinates		
10204713	Venkateswara Reddy Gavam	Office Subordinates		

Deleting an employee

Step 1: Select the employee & click on the **delete** button.

Copying employee details

Step 1: Select the employee and clcik on the **Copy** button to copy the details.

Delete Assignment

Step 1: Select the employee and click on **Delete Assignment** button to delete the position/post allocated for respective employee.

5.7 Leave Approval Hierarchy

The Leave approval hierarchy for all the employees with respect to all the leave types is to be filled.

Step 1: Navigate to **DDO Data Entry → Leave approval hierarchy**.

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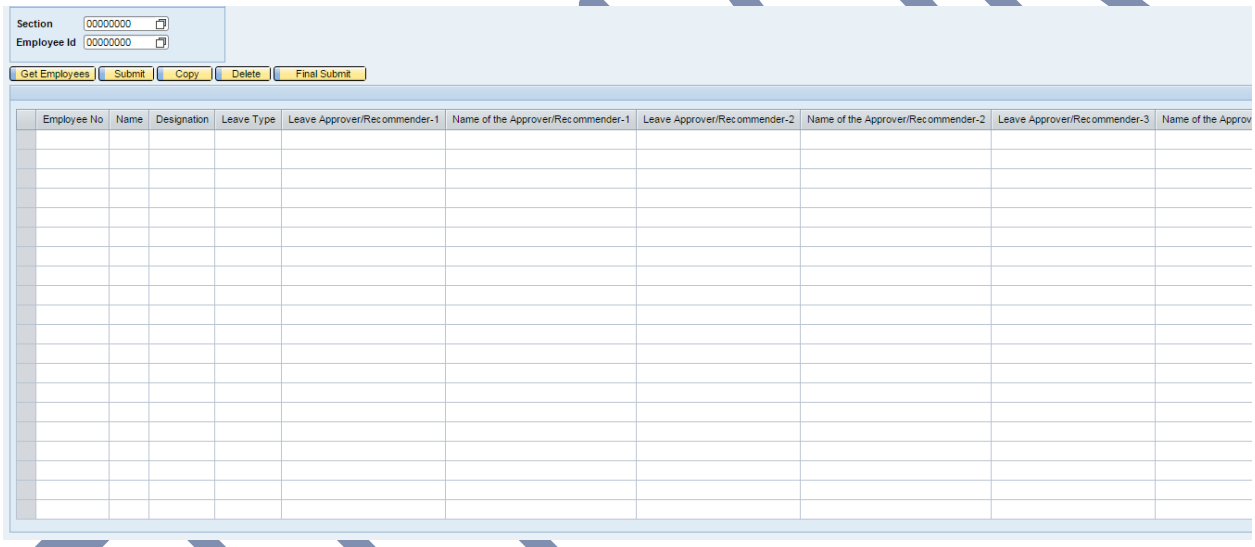
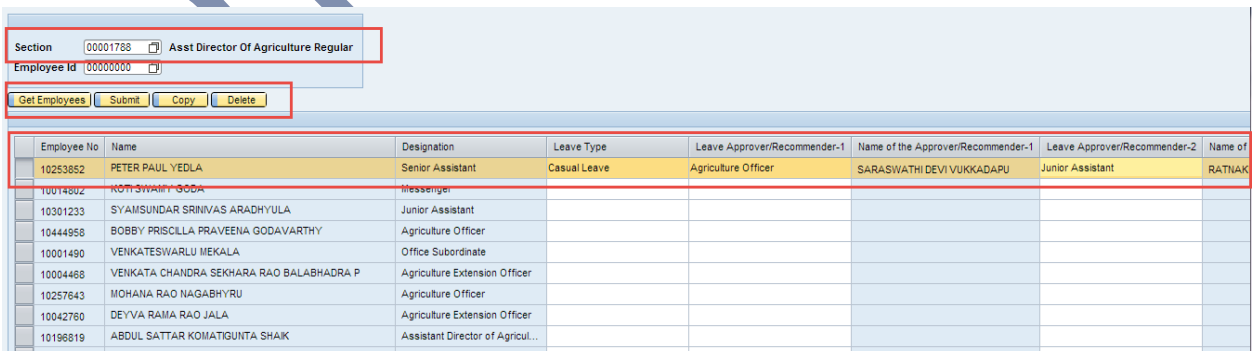
You will be navigated to the below shown screen.

Step 2: Select the **section** and click on **Get employees button** .



All the employees related to the respective section will be dispalyed.

Step 3: Select the **Leave type, Leave approver1, Leave approver 2(if applicable)** etc. and click on the **Submit button** to submit the details.



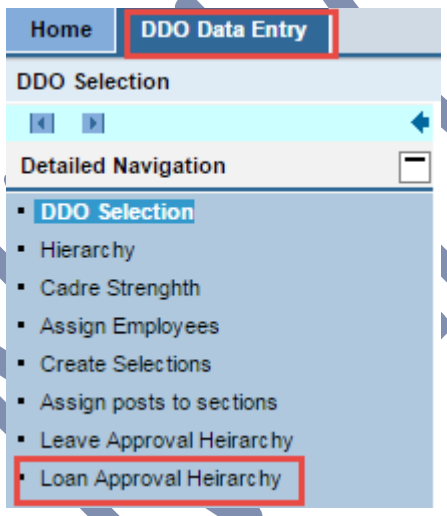
Copying employee details.

Step 1: Select the employee and click on the **Copy** button to copy the details.

5.8 Loan Approval Hierarchy

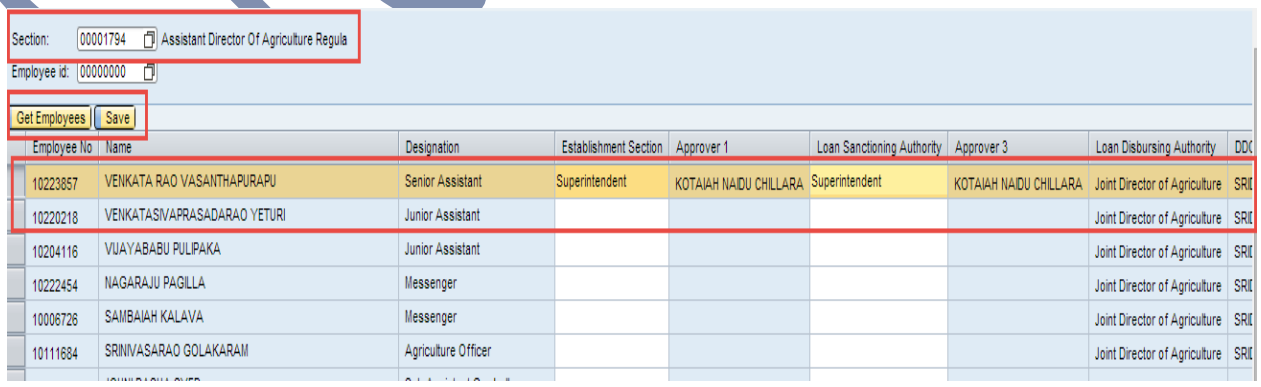
The Loan approval hierarchy for all the employees with respect to all the loan types is to be filled.

Step 1: Navigate to **DDO Data Entry → Loans approval hierarchy**.



You will be navigated to the below shown screen.

Step 2: Select the **Section** and Click on **Get Employees** button.


Section: 00001794 Assistant Director Of Agriculture Regula
Employee id: 00000000
Get Employees
Save
Employee No | Name | Designation | Establishment Section | Approver 1 | Loan Sanctioning Authority | Approver 3 | Loan Disbursing Authority
10223857 | VENKATA RAO VASANTHAPURAPU | Senior Assistant | Superintendent | KOTAIAH NAIDU CHILLARA | Superintendent | KOTAIAH NAIDU CHILLARA | Joint Director of Agriculture
10220218 | VENKATASIVAPRASADARAO YETURI | Junior Assistant | | | | | Joint Director of Agriculture
10204116 | VIJAYABABU PULIPAKA | Junior Assistant | | | | | Joint Director of Agriculture
10222454 | NAGARAJU PAGILLA | Messenger | | | | | Joint Director of Agriculture
10006726 | SAMBAIAH KALAVA | Messenger | | | | | Joint Director of Agriculture
10111684 | SRINIVASARAO GOLAKARAM | Agriculture Officer | | | | | Joint Director of Agriculture

All the details of the employees will be displayed.

Step 3: Select the **establishment sanction, approver1, loan sanctioning authority** etc and click on **Save** button.

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